

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Muncie Public Library

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications		Lesson matches original description	Satisfactory	Criminal Background Checks	
Recruiting Materials		Instruction is clear	Satisfactory	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	Satisfactory	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 6-7:1	Satisfactory		

ACTION NEEDED: NONE

(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since Muncie Public Library's document and compliance analysis was completed during the 2005-2006 school year, only an observation was completed for the 2006-2007 school year).

Provider submitted plan addressing how it will ensure smooth transitions between activities and lessons in the future and ensure that computer time is more structured and focused on academic standards.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Muncie Public Library

SITE: 301 E. Jackson Street (Muncie, IN)

TUTOR'S INITIALS (ALL TUTORS OBSERVED): K.C., D.G., & P.D.

NUMBER OF LESSONS OBSERVED: 3

DATE: 2-22-07

REVIEWER: ST & TN

TIME OF OBSERVATION: 4:15 p.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		<p>Students were divided into three groups by age levels. Students spent part of the tutoring session completing homework, working in the computer lab, or working on the provider's lessons and activities. For one group of students, the tutor read two stories about the three little pigs to students, asked reading comprehension questions and guided students in creating/drawing their own story boards based on the stories. Another group of students graphed coordinates from a math worksheet and then went to the computer lab and played math or language arts related games online. The third group of students worked in the computer lab playing educational games and then transitioned to another activity (the tutor first verified the students did not have any homework) in which the tutor stated a time and the students manipulated hand held clocks to display the same time the tutor read to them.</p> <p>Although observed lessons match original description in provider application, transitions between activities were sometimes loud and appeared somewhat unstructured. In addition, there did not appear to be a clear objective to the computer lab activities. Students selected games at will and received little interaction or direction from tutors during this activity. In fact, some students selected non-educational games and played them until a tutor instructed them to play some of the educational games.</p>
Instruction is clear	S		For the most part, tutors provided clear directions that students were able to understand. Tutors provided appropriate direct support if/when students requested assistance.
Time on task is appropriate	S		Students generally stayed on task. Tutors were able to redirect students when they were off task.
Instructor is appropriately knowledgeable	S		Tutors adequately addressed questions posed by their students. For the most part, tutors used appropriate techniques to engage students in lessons and provided appropriate feedback and guidance to students.
	S		Application notes that the ratio will be 7:1 and that instruction will be individual or in small and large

Student/instructor ratio: <u>6-7:1</u>			groups. A 6-7:1 ratio and small group instruction were observed.
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